

REQUIRED DOCUMENTS FOR THE PAYOUT OF DEPOSIT COMPENSATION TO ELIGIBLE PERSONS AT A BRANCH OF A PAYOUT INSTITUTION

1. Eligible Person: natural person

A natural person will prove his/her identity through a valid identity card:

- a) A citizen of the Czech Republic – through a valid identity card without trimmed corners, or an alternative proof of identity, meaning confirmation of the loss of an identity card issued by the applicable authority in the Czech Republic, or an identity card with trimmed corners and concurrently confirmation issued by the applicable authority in the Czech Republic on the replacement of the identity card (“identity card”), or a valid travel document (passport);
- b) A citizen of the Czech Republic not issued with an identity card because he/she does not have permanent residence in the Czech Republic – through a valid travel document (passport),
- c) A foreign national - through a valid travel document (passport), while a European Economic Area citizen may potentially also use an identity card,
- d) A foreign national with permanent or temporary residence in the Czech Republic – through a permit for permanent or long-term residence in the Czech Republic together with the document against which this permit was issued (as a rule a valid passport),
- e) A stateless person registered for long-term or permanent residence in the Czech Republic,
- f) A foreign national with permanent or temporary residence in other EU state – through a permit for permanent or long-term residence in other EU state together with the document against which this permit was issued (as a rule a valid passport),
- g) If a natural person exercises a claim based on an officially certified power of attorney issued exclusively for the payout of deposit compensation by the Financial Market Guarantee System, the Eligible Person will prove his/her identity by submitting the documents indicated above. The original or an officially certified copy of the power of attorney will be attached to the Client Sheet,
- h) In the case of powers of attorney issued abroad, the case will always be forwarded for approval of deposit compensation to the Financial Market Guarantee System.

In the event of the death of an Eligible Person, the deposit compensation will only be performed to sole or joint heirs eligible for such payment through a final court decision on inheritance, which they will submit in the original or as an officially certified copy. The identity of heirs will be verified in accordance with point 1.

If a natural person is insolvent and not entitled to dispose of his/her assets (in accordance with an extract from a Register or on the basis of submission of the relevant insolvency court resolution), the payout of the deposit compensation will be made to the insolvency administrator, whose identity will be verified in accordance with point 1.

2. Eligible Person: natural person - entrepreneur

A natural person – entrepreneur will submit, in addition to the identity card, a document demonstrating his/her authorisation to do business. Such a document may be, in particular:

- A trade licence certificate or a trade permit certificate. Such certificate may also be replaced by a certificate issued to the entrepreneur by a trade licence office upon request,
- Entry into the records of a municipal authority for a natural person performing agricultural activity,
- A certificate of entry onto the list of tax advisors issued by the Chamber of Tax Advisors of the Czech Republic,
- A certificate of entry onto the list of attorneys issued by the Czech Bar Association or an attorney licence issued by the Czech Bar Association,
- A deed of appointment of a notary to a notarial office by the Minister of Justice,
- A certificate of entry of an expert or interpreter onto the list of experts and interpreters issued by the Ministry of Justice,
- A certificate for a patent attorney on entry into the register of patent attorneys, maintained by the Chamber of Patent Attorneys,
- An audit licence issued by the Chamber of Auditors of the Czech Republic,
- An authorized surveying engineer license issued by the Czech Office for Surveying, Mapping and Cadastre.

The above document may be substituted by an original or an officially certified copy of an extract from the Register of Persons (the Register of Legal Entities, Entrepreneurial Natural Persons and Public Authorities).

In the event a natural person – entrepreneur demonstrates entitlement to business activity through a document not listed in point 2, the deposit compensation will only be performed after approval by the Financial Market Guarantee System.

If a natural person – entrepreneur is insolvent and not entitled to dispose of his/her assets (in accordance with an extract from a Register or on the basis of submission of the relevant insolvency court resolution), the payout of the deposit compensation will be made to the insolvency administrator, whose identity will be verified in accordance with point 1.

3. Eligible Person: legal entity

3.1 A legal entity entered in the Commercial Register or a different Register

The existence of a legal entity is demonstrated by the statutory body (persons authorised to represent the legal entity) or a representative according to an officially certified power of attorney issued for this purpose through the submission of a current extract from the Commercial Register, or from a different register (a “Register”). A current extract from a Register is understood to be a document with an issue date of no more than 1 month before the requested payment of deposit compensation. An extract from a Register acquired over the Internet cannot be accepted for these purposes, as these are only for information purposes. Conversely, an electronically signed extract from the Commercial Register acquired over the Internet (signed with the qualified system certificate of the registration court in question), or such an extract officially converted, may be accepted.

In the event of changes to a legal entity (mergers, transformation, change in statutory body) subject to registration, the full extract from the Register (from which the relevant changes will be unequivocally evident) must be submitted.

In the event of changes to a legal entity (based on a general meeting of the company) subject to registration that have not yet been entered into a Register, the original officially certified minutes of the general meeting of the company must be submitted, or an officially certified copy of them and proof of submission of a petition for the entry of the change in question into the relevant Register.

The following may request deposit compensation on behalf of a legal entity:

- a) The statutory body in accordance with the extract from a Register or a representative based on an officially certified power of attorney issued specially for the payout of the deposit,
- b) A proctor in accordance with the extract from a Register,
- c) A liquidator if the legal entity is in liquidation, in accordance with the extract from a Register,
- d) A bankruptcy trustee if bankruptcy has been declared on the legal entity (in accordance with the extract from a Register, or based on submission of a court resolution on the declaration of bankruptcy).

An Eligible Person indicated under points c) and d) must sign a declaration that the liquidation or bankruptcy of the legal entity had not been completed as of the date of deposit compensation payout.

Type of legal entity	Based on Act	Document certifying the existence of legal personality	Legal entity represented by
Limited liability company	Act No 90/2012 Coll., on Business Corporations	Extract from the Commercial Register	The statutory body – one of more executives, if there are multiple executives - is authorized to act in the name of the company each individually, unless the partnership agreement or articles of association (if issued) determine otherwise
Joint-stock company	Act No 90/2012 Coll., on Business Corporations	Extract from the Commercial Register	Statutory body – the board of directors. Unless the statutes determine otherwise, each member of the board of directors is authorized to act in the name of the company.

Public company	Act No 90/2012 Coll., on Business Corporations	Extract from the Commercial Register	The statutory body – all the members, unless the memorandum of association determines that the statutory body is only some or one of the members. If the statutory body is more than one member, each of them is authorised to act independently, unless the memorandum of association determines otherwise.
Limited partnership company	Act No 90/2012 Coll., on Business Corporations	Extract from the Commercial Register	The statutory body – general partners. Unless the memorandum of association determines otherwise, each general partner is authorised to act independently in the name of the company.
Cooperative	Act No 90/2012 Coll., Business on Corporations	Extract from the Commercial Register	The statutory body - board of directors. Unless the statutes determine otherwise, the chairman or vice chairman acts externally for the board of directors. If, however, written form is prescribed for a legal act to be performed by the board of directors, the signatures of at least two members of the board of directors are necessary.
Association of legal entities	Civil Code	Extract from the register of associations maintained by the Regional Authority / extract from the Associations Register	Bodies and the definition of their competencies are indicated in the statutes of the association. Bodies through which the association acts are entered in the register of associations.
Institutions	Civil Code	Extract from the register of institutions	The statutory body – director
Foundation or endowment association	Civil Code	Extract from the register of foundations	The statutory body – management board. Members of the management board and

			the method through which they act in the name of the foundation are determined by the foundation charter. Members of the management board and the method through which they act in the name of the foundation or endowment fund are entered into the register of foundations.
Contributory organisations (since 1.1.2001 budgetary organisations have been replaced by state agencies and territorial self-governing units – they are not legal entities and act in the name of the founder.)	Act No 219/2000 Coll., on the Property of the Czech Republic Act No 218/2000 Coll., on Budgetary Rules Act No 250/2000 Coll., on Budgetary Rules for Regional Budgets Act No 493/2000 Coll., on State Bond Programmes and on amendment to Act No. 218/2000 Coll. Act No 128/2000 Coll., on Municipalities Act No 131/2000 Coll., on Prague Capital City Act No 129/2000 Coll., on Regions	Deed of foundation, entry in the Commercial Register	According to the indicated documents
Benevolent societies	Civil Code	Extract from the register of benevolent societies	Director
Association of unit owners (in residential buildings with at least five units)	Civil Code	Extract from the register of associations of unit owners	The statutory body – the committee or an authorised owner. Its chairman acts for the committee. In the case of a written legal act, it must be signed by the committee chairman and another member of the committee.
Schools, education facilities	Act No 561/2004 Coll., the Education Act	Extract from the register of schools and education facilities, or the deed of foundation or foundation contract	The statutory body – headmaster/headmistresses.
European company	Council Regulation (EC) No 2157/2001 on the Statute for a European Company	Extract from the register of the Member State in which the registered office of the company is located, with	Managing Authority (dualism system), administrative body (monism system), or

		an officially certified translation into Czech	the CEO if determined by the extract from a Register
European Cooperative Society	Council Regulation (EC) No 1435/2003 on the Statute for a European Cooperative Society	Extract from the register of the Member State in which the registered office of the company is located, with an officially certified translation into Czech	Managing Authority (dualism system), administrative body (monism system), or managing director if determined by the extract from a Register
European Economic Interest Grouping	Council Regulation (EEC) No 2137/85 on the European Economic Interest Grouping	Extract from the register of the Member State in which the registered office of the grouping is located, with an officially certified translation into Czech	Executive

3.2 A legal entity not entered in the Commercial Register or other Register

The existence of such a legal entity is demonstrated by persons authorised to act on its behalf through registration with the relevant government authority. The document (certificate of registration, or confirmation with date of issue not more than 3 months before the required payment of deposit compensation) must clearly show the following facts:

- a) The legal entity is registered (it has not been deleted),
- b) The persons authorised to represent the legal entity,
- c) The business ID number (if the document does not show the business ID number, the document on the allocation of a business ID number must be submitted in addition).

Type of legal entity	Based on Act	Document certifying the existence of legal personality	Legal entity represented by
Municipality, city	Act on Municipalities No 128/2000 Coll.	Minutes from the inaugural meeting of the municipal council	Mayor (city mayor of a chartered town)
Metropolitan district or metropolitan borough of the statutory city	Act on Municipalities No 128/2000 Coll.	Statute	Always according to the statute (as a rule the mayor of the metropolitan district of a chartered town)
Prague	Act No 131/2000 Coll., on Prague Capital City		Prague city mayor
Prague city district	Act No 131/2000 Coll., on Prague Capital City	Statute of Prague Capital City	City district mayor
Region	Act No 129/2000 Coll., on regions		Governor of the region
Churches, religious societies	Act No 3/2002 Coll., on the Freedom of Religious Confession and the Position of Churches and Religious Societies and on the	Certificate of registration from the Ministry of Culture, the basic document and a current extract from the register of registered churches	The statutory body and it's method of acting can be read using the basic document from the certification and the basic

	Amendment to Some Other Acts (the Act on Churches and Religious Societies)	and religious societies, register of the unions of churches and religious societies, or register of registered legal entities	document and the statement
Political movements and parties	Act No 424/1991 Coll., on Association in Political Parties And Political Movements	Statutes and certification from the Ministry of the Interior on registration, extract from the register of political parties and political movements	The statutory body defined in the statutes and in the extract/certificate
Associations	Civil Code	Extract from the register of associations	The statutes will determine whether the statutory body is collective (a committee) or individual (a chairman). The statutory body of the association and the method through which it acts on behalf of the association are recorded in the register of associations. If the statutory body is not entered therein, then in copies of documents issued by the registration court and proving the establishment of the statutory body of the association.
Trade unions	Civil Code	Extract from the register of associations	The statutory body listed in the extract from the register of associations. If the statutory body is not entered therein, then in copies of documents issued by the registration court and proving the establishment of the statutory body of the trade union.

Persons authorised to represent a legal entity according to points 3.1 and 3.2 will always demonstrate their identity using a valid identity card in accordance with the provisions of point 1. If an Eligible Person does not come for the payment of deposit compensation in person, such payment may only be performed to a person authorised through an officially certified power of attorney issued for this purpose.

In the case of legal entities demonstrating their existence through documents issued abroad, the payment of deposit compensation will always be performed only after approval by the Financial Market Guarantee System. These documents are always submitted concurrently with an officially certified translation into Czech.

4. Trust Fund

In the event a deposit receivable for which compensation is to be paid out belongs to a trust fund according to Section 1448 et seq. of the Civil Code, the compensation will be paid out to the trustee of such trust fund. If there are several trustees of such trust fund, the compensation for the deposit receivable may only be received from the Payout Institution and disposed of by all the trustees together. A trustee shall prove the right to dispose of the compensation for the deposit receivable due to his/her status as a trustee through a copy from the register of trust funds according to Section 65a et seq. of Act No. 304/2013 Coll., on the Public Registers of Legal and Natural Persons and on the Register of Trust Funds, as amended, the date of issue of which may not be more than 1 month before the required payment of the deposit compensation. The identity of the trustee will be verified through a valid identity card in accordance with point 1.

5. Other provisions

The payout of compensation for receivables from deposits will not be performed to legal entities that:

- a) Have been dissolved through liquidation (liquidation was completed by the payout date),
- b) Do not submit a current extract from a Register, or other current document demonstrating the existence of the legal entity.

Payout of deposit compensation to legal entities that do not yet have legal existence

Deposit compensation cannot be paid to legal entities that have been founded but do not yet have legal existence and are not entered in the relevant Register until they submit proof of their entry into the relevant Register.

In the event of the submission of a final document on the rejection of a petition for the entry of such entity into the relevant Register, deposit compensation will be paid out only after approval by the Financial Market Guarantee System.